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\*AR 600-8

ARMY REGULATION

No. 600-8

HEADQUARTERS  
DEPARTMENT OF THE ARMY  
WASHINGTON, D.C., 6 August 1968

## PERSONNEL—GENERAL UNIT PERSONNEL SECTIONS

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**1. Purpose.** This regulation prescribes responsibilities for command and staff supervision of unit personnel sections and sets forth policies pertaining to their establishment and operation.

**2. Explanation of terms.** For the purpose of this regulation the following terms apply:

*a. Unit personnel section.* That element of the staff of a unit concerned with matters relating to personnel as individuals and charged with the responsibility for custody and maintenance of basic military personnel records and other function(s) listed in paragraph 4 which may be assigned.

*b. Military personnel management (AR 320-5).* The process of planning, organizing, directing, and supervising the selection, distribution and utilization of all personnel in military duties in order to assist in the successful accomplishment of the mission of the organization. It includes all procedures incident to military job analysis and evaluation; position classification; personnel classification, assignment, and utilization; and the maintenance of an adequate system of records and reports required for successful operation of the Army personnel system.

*c. Staff supervision (AR 320-5).* The process of advising other staff officers and individuals subordinate to the commander of the commander's plans and policies, interpreting those plans and policies, assisting such subordinates in carrying them out, determining the extent to which they are being followed, and advising the commander thereof.

**3. General policies.** *a.* Personnel management is a command responsibility.

*b.* Unit personnel sections will be organized within commands for the purpose of assisting the responsible commander with administrative details connected with military personnel management, to provide uniformity within the command, and for maximum utilization of available resources.

*c.* Unit personnel officers will be appointed assistant adjutants general or assistant adjutants, as appropriate.

**4. Functions of the unit personnel section.** The major functions of the unit personnel section are—

*a.* Selection, classification, assignment, and utilization of military personnel.

*b.* Preparation, maintenance, and proper disposition of personnel records.

*c.* Preparation and submission of data for the maintenance of the Department of the Army personnel reporting system.

*d.* Operation of the personal affairs program.

*e.* Personnel accounting.

*f.* Preparation and processing of personnel rosters and reports.

*g.* Processing appointments, promotions, and reductions.

*h.* Processing applications and personnel actions for relief from active duty, discharge, and retirement.

*i.* Preprocessing personnel for relief from active duty, discharge, and retirement.

*j.* Administrative support of the reenlistment program.

✓ This regulation supersedes AR 600-8, 16 October 1959, including Change 1.

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k. Transfer processing of personnel for immediate enlistment/reenlistment.

l. Processing of actions attendant to or required under the Enlisted Evaluation System, Proficiency Pay Program, and the Variable Reenlistment Bonus Program.

m. Processing military personnel dependents' identification cards, and applications for passports and visas.

n. Processing and documentation of applications for marriage in oversea commands.

o. Preparation of military pay documents and maintenance of financial data records when the unit is serviced by a finance office of another armed force.

p. Processing miscellaneous personnel actions.

**5. Responsibilities.** a. The Chief of Personnel Operations is responsible for—

(1) Developing and recommending personnel standards, systems, and procedures for procurement, selection, classification, assignment, utilization, and retention of military personnel; and, designing and field testing systems and procedures in support of the operation of the Military Personnel System.

(2) Developing specific plans and programs for personnel management of the Army's military personnel.

(3) Exercising staff supervision at Headquarters, Department of the Army, over the operation of unit personnel sections Army-wide.

(4) Developing and disseminating personnel procedures, and organizational and operational guides for unit personnel sections.

(5) Acting as consultant to the DA staff on all matters affecting operation, staffing, or workload of unit personnel sections.

(6) Reviewing all directives emanating from other DA staff agencies which affect operations, staffing, or workloads of unit personnel sections.

(7) Acting as DA coordinator for field agencies in all matters pertaining to the organization or management of unit personnel sections.

b. Commanders at all echelons are responsible for the operation of unit personnel sections assigned or attached to their command.

c. Adjutants general and adjutants at all echelons are responsible to their commanders for staff supervision of unit personnel sections assigned or attached to their commands unless the commander

specifically assigns this responsibility to another staff element.

d. Unit personnel officers have a dual responsibility. They serve as chiefs of their respective personnel sections and as personnel management advisers to the commanders of units serviced.

(1) As chief of the unit personnel section the personnel officer is responsible for operation of the personnel section, is the custodian of all personnel records, and is responsible for the timely and accurate submission of data for the Army personnel reporting system.

(2) As a personnel management adviser the personnel officer is responsible for rendering assistance and advice to his immediate commanding officer and to commanders of all companies and similar units serviced.

**6. Establishment.** a. Unit personnel sections will be established for units or organizations that are not organized under ROAD (Reorganization Objective Army Divisions) and COSTAR (Combat Support of the Army) concepts.

b. Consolidation of unit personnel sections usually provides more efficient and economical operations. Accordingly, installation commanders are authorized and encouraged to make optimum consolidation of unit personnel sections under their jurisdiction in consonance with operational requirements.

**7. Servicing attached or detached companies.**

Commanders responsible for attachments and/or detachments of companies or similar units will determine whether, in view of time and space factors, changes in responsibility for personnel management support are desirable. Adjutants general and adjutants will be prepared to advise commanders in this matter. If it is determined that changes in personnel management support responsibility are desirable, attachment orders will contain appropriate instructions. Procedures for changing personnel management support responsibility in the event of attachment or detachment of a company or similar unit are as follows:

a. When a company or similar unit is to be detached from its parent unit to join another command, the personnel officer of the parent unit will turn over all pertinent records to the company commander.

b. When a company is to be attached to another command, the company commander will inform

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the commander of the gaining command who will designate an appropriate unit personnel section to service the company.

c. When a company or similar unit is to be detached from its parent unit to operate as a separate unit, the personnel officer of the parent unit will turn over pertinent records to the company commander. Sufficient qualified personnel to accomplish the personnel management work will be detached from the parent unit personnel section and attached to the company concerned.

d. When a detached unit rejoins its parent unit, personnel records, and personnel if applicable, will be returned to the parent unit personnel section.

**8. Organization and operations.** a. The Unit Personnel Officer's Guide (DA Pam 600-8) contains organizational doctrine and procedural guidance for the operation of unit personnel sections.

b. Unit personnel sections will be organized and operated in accordance with DA Pam 600-8 to the maximum extent consistent with local command requirements.

The proponent agency of this regulation is the Office of Personnel Operations. Users are invited to send comments and suggested improvements to Chief of Personnel Operations, ATTN: OPOPM, Department of the Army, Washington, D.C. 20315.

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